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Workforce Management Web for Supervisors Help

New Overlay Wizard

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New Overlay Wizard

Use the **New Overlay Wizard** (NOW) to create overlays, but first watch the video.

Link to video

To create overlays:

1. Open the **Forecast** module and select **Overlays**.
2. In the **Objects** pane, select a **Business Unit** or **Site**.
3. Click **New**  or select **New** from the **Action** menu.
The New Overlay Wizard opens and displays the following pages, in order
 - **Properties**
 - **Usage**
 - **Impact**
 - **Impacted Activities**
4. Select the appropriate controls on each page, remembering that some selections may deselect others.